

BID BOARD NOTICE

PROCUREMENT ID NUMBER: SHC-102621

EMARYLAND MARKETPLACE ADVANTAGE (EMMA) NUMBER: BPM026699

ISSUE DATE: November 12, 2021

TITLE: Muncie Hallway Floor Resurfacing

DUE DATE: November 24, 2021 at 10:00 AM EST

THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07

This solicitation has been designated as a Small Business Reserve (SBR); only registered SBRs may respond. Vendors cannot be awarded the contract if not designated an SBR.

Brief Description of Services:

The State is issuing this solicitation for the purposes of procuring services to resurface over existing floor surface and 4" cove base with Dur-A-Flex Decorative Quartz epoxy in the hallway located inside the Muncie Building on the Springfield Hospital Center campus.

PROCUREMENT OBJECTIVES

A. Issuing Office

Maryland Department of Health: Springfield Hospital Center

6655 Sykesville Road
Sykesville, Maryland 21784

The Procurement Officer for this solicitation:
Sabrina Fields
Director of Procurement, SHC
410-970-7058
Sabrina.fields1@maryland.gov

The Contract Monitor for this solicitation:
Jeff Barefoot
Maintenance Director, SHC
410-970-7063
Jeff.barefoot@maryland.gov

The sole point of contact in the State for purposes of this solicitation is the Procurement Officer.

B. Submission Deadline

Bids **MUST** be submitted on eMaryland Marketplace Advantage (eMMA) by 10:00 AM Eastern Time on November 24, 2021 in order to be considered.

II. GENERAL INFORMATION FOR VENDORS

A. Contract

1. The contract resulting from this solicitation shall be a fixed price contract, for a period of two (2) months.
2. The Department reserves the right to reduce or withhold contract payment in the event the Contractor does not provide the Department with all required deliverables within the time frame specified in the contract or in the event that the Contractor otherwise materially breaches the terms and conditions of the contract.

B. Submission of Bids

Bidders **MUST** submit bid on eMMA. Bids must be uploaded to the pricing grid and other required documents must be uploaded as an attachment with the submission. Mailed, emailed, or faxed bids will not be accepted for this solicitation.

There will a pre-bid and site visit at the Muncie Building at 6655 Sykesville Road, Sykesville, MD 21784 on Friday November 19, 2021 at 10:00AM. See Campus Map for Muncie Building location. Vendors planning to attend the pre-bid/site visit should RSVP to Sabrina Fields at Sabrina.fields1@maryland.gov.

Failure to attend a site visit does not relieve the successful bidder from obligations to comply with all aspects of this bid package for the amount specified in the bid. Vendors attending the site visit will be required to answer COVID-19 screening questions and wear a mask at all times while in buildings on campus.

C. Vendor Experience and References

- a. The vendor shall have at least three (3) years of successful experience in floor resurfacing services within the past five (5) years. With the transmittal letter, the vendor shall show evidence of his reliability, ability, and experience by furnishing the names, addresses, email addresses, phones numbers, and details of services provided to at least three (3) references.
- b. With the transmittal letter, each vendor is to provide a list of all contracts with any entity of the State of Maryland that it is currently performing or which have been completed within the last 5 years. If the vendor has not participated in any contracts with an entity of the State of Maryland within the last 5 years, the vendor shall indicate that in the transmittal letter. For each identified contract the vendor is to provide:
 - i. The State contracting entity
 - ii. A brief description of the services/goods provided
 - iii. The dollar value of the contract

- iv. The term of the contract
- v. The State employee contact person (name, title, telephone number and e-mail address)
- vi. Whether the contract was terminated before the end of the term specified in the original contract, including whether any available renewal option was not exercised.

D. Transmittal Letter

A transmittal letter prepared on the Bidder's business stationary **MUST** be uploaded on eMMA with the bid documents. The transmittal letter should be brief, but must include acknowledgement of meeting the requirements of the solicitation and required experience and reference information requested above. The letter shall be signed by an individual or corporate officer who is authorized to bind his firm to all statements, including services, material availability, timeliness and prices contained in the bid.

E. Selection Process

The contract resulting from this solicitation shall be awarded to the responsible and responsive bidder whose bid meets the requirements noted in this solicitation document, and is the most favorable bid price (lowest cost).

III. TECHNICAL SPECIFICATIONS

A. SCOPE

The State is issuing this solicitation for the purposes of procuring services to resurface over existing floor surface and 4" cove base with Dur-A-Flex Decorative Quartz epoxy in the hallway located inside the Muncie Building on the Springfield Hospital Center campus.

B. DESCRIPTION OF WORK

- a. The Contractor shall provide all necessary travel, labor, tools, materials, and supervision required to provide services below.
 - i. Properly clean, degrease, and sand flooring to remove sheen of the current floor surface.
 - ii. Make any needed repairs to the floor and cove base, apply primer, polymer, and top coat to the hallway floor surface and cove base.
 - iii. Apply Dur-A-Flex Decorative Quartz finish (or equal approved by Contract Monitor) as specified by the manufacturer.
- b. Contractor shall keep premise clean and free of debris and waste at all times.
- c. Contractor shall provide all measures, in the performance of this project, to ensure the safety of all occupants, visitors, staff, and workmen in this area.
- d. Contractor shall repair, at no additional cost to the owner, any and all areas damaged during the course of this project to the reasonable satisfaction of the State's

Representative.

- e. All work shall be completed within four (4) weeks of contract start date unless otherwise approved by Contract Monitor or designee.
- f. Scheduling and execution of the work shall be done at the convenience of the Hospital. Work can be completed Monday through Friday between the hours of 7:00AM and 3:30PM. No work shall be done on State of Maryland recognized holidays or Saturdays without prior approval of the Contract Monitor or designee.
- g. Before starting any work on the campus, the Contractor will report to the Contract Monitor or designee for authorization to proceed with any service.
- h. The Contractor will agree to any reasonable request by the Contract Monitor for scheduling and performance of the work.
- i. All subcontractors that are used for this project are the sole responsibility of the awarded contractor. It is the responsibility of the awarded contractor to provide all information needed for the subcontractor. The subcontractor must be licensed and insured, (copies of these documents must be provided to the Contract Monitor for this contract), the awarded contractor must have a representative from their company present at all times with their subcontractors. All work completed by subcontractors must be approved by the Contract Monitor. In the event that the work is not accepted it is the responsibility of the awarded contractor to make the work acceptable. The awarded contractor must provide a list of all subcontractors that the firm wishes to use along with the schedule of use of the said subcontractors to the Contract Monitor.

C. DRAWINGS AND ATTACHMENTS

- a. Campus Map
- b. Two-page facility "Contractor Construction Guidelines" revised Oct 2019 is attached and included as part of this contract agreement. **Special note should be taken to Item 10.** All persons associated with this project shall be bound by confidentiality requirements. No information regarding patients shall be removed, copied, or discussed.
- c. "Additional Terms and Conditions" is attached and included as part of this contract agreement.
- d. Sample Small Procurement Contract

BID PAGE

Bid must be submitted on the pricing grids on eMaryland Marketplace Advantage. No other bid formats will be accepted.

**THE STATE OF MARYLAND ENCOURAGES
MINORITY BUSINESS ENTERPRISES TO
PARTICIPATE IN THIS PROCUREMENT PROCESS.**